

Responding to a Non-committal Inquiry (NCI)

If you are being considered for a consulting assignment in ADB, you will receive a non-committal inquiry as an email from the ADB Mailer (sample on right). Responding to the NCI is done online via CMS.

1. Access CMS. There is a link included in the email that you can click on for your convenience.

Tip: You may want to check that no ADB notifications are finding their way to your email client's Spam folder, and make the necessary adjustments, if needed.

Non-committal Inquiry (NCI) email (fragment):

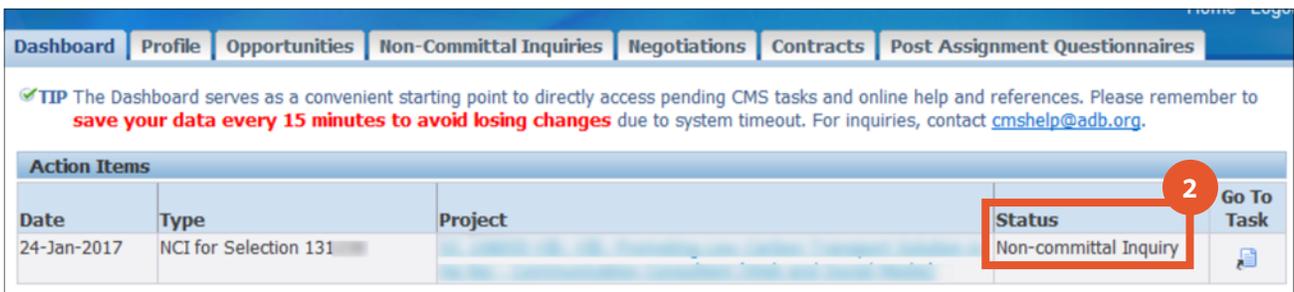
Dear <Consultant Name>:
Subject: CMS: Non-committal Inquiry - <Selection Number and Title>

The Asian Development Bank (ADB) requires a <Expertise> for this project. You are one of several candidates ADB is considering for this assignment. We ask noncommittally if you would accept a consultancy assignment for this position from <Start Date> to <End Date>. The terms of reference and other forms are attached to the Non-Committal Inquiry section of your Consultant Management System (CMS) Portal at <http://cms.adb.org>.

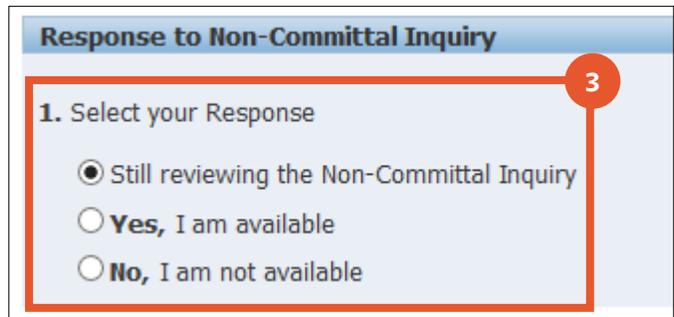
We would appreciate your reply via CMS by <NCI Submission Date> to confirm if you are available for the above duration or your earliest date of availability. If this is positive, then please also

- i) upload your latest CV in the provided ADB standard format with your signature;
- ii) upload a copy of your passport or national ID (you may black out the ID number, date of issue/expiry for ...

2. Click the dashboard action item with status of **Non-committal Inquiry**.



3. Decide on your response and select the corresponding option button. By default, the option selected is **Still reviewing the Non-Committal Inquiry**.



Responding Affirmatively to the Non-Committal Inquiry

- To respond positively to the NCI, choose the option, **Yes, I am available**.
- From the *General* tab, indicate the earliest date of availability.
- Specify whether engagement will be through an Affiliated Firm. If **Yes**, specifying the firm's CMS number will automatically fill in the fields for *Firm Name*, *Contact Person*, and *Email*.

Note: If you are being directly engaged by ADB, this option should be set to **No**.

- As needed, provide details of any conflict or overlap with other consulting assignments.
- Specify the preferred currency of remuneration and indicate the **rate per working day (WD)**.
- In the *Statement on Place of Assignment* tab, declare statements related to the Place of Assignment.
- Review the documents in the **Non-Committal Inquiry Attachments** section and download those that you specifically require. For instance, *Breakdown of Overhead and Social Charges* is not necessary for consultants who are directly engaged. Read the **Description** column for additional guidance. Click the document links to download and save as needed.

Response to Non-Committal Inquiry

1. Select your Response

Yes, I am available

No, I am not available

2. Answer the questions asked in the different tabs below

General | Statement on Place of Assignment | Attachments

Earliest date of availability
(example: 25-Apr-2018)

Engage through an Affiliated Firm Yes No

Firm CMS Number

Firm Name

Primary Contact Person

E-mail

Conflict with other Consulting Assignments Yes No
If yes, please provide details

Established / Proposed Working Day Remuneration

TIP Attach supporting documents in Attachments tab to substantiate your proposed rate appropriate rate based on its Remuneration Rate matrices. For more information, ADB may offer payment of remuneration in one of the following tradeable currencies paid in currency other than USD, you may choose any of the following: CAD,

Remuneration USD

2. Answer the questions asked in the different tabs below

General | Statement on Place of Assignment | Attachments

Statement on Place of Assignment

The Expert/members of the Expert's household currently own(s) accommodation (house, apartment, etc.) at the duty station*.

Yes No

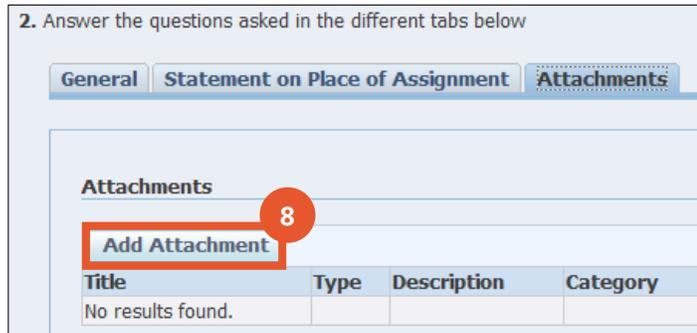
The Expert/members of the Expert's household currently rent(s) accommodation (house, apartment, hotel, etc.) at the duty station*.

House/Apartment Hotel No

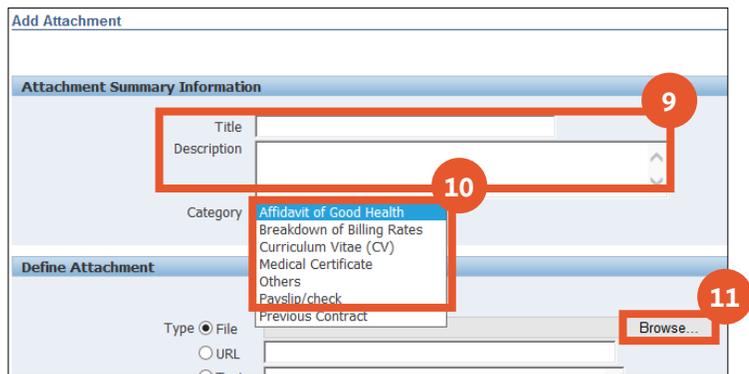
Non-Committal Inquiry Attachments

Title	Type	Description
Breakdown of OH and SC.xls	File	Breakdown of OH and SC
Curriculum Vitae (CV)	File	Consultants are required to fill up and sign the ADB-formatted Curriculum Vitae template.
[QRG] Responding to Noncommittal Inquiries v2.03.pdf	File	Responding to NCIs

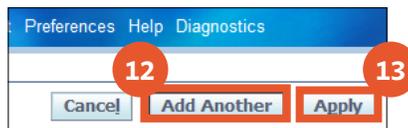
8. After information has been entered into the appropriate documents, go to the Attachments tab and click on **[Add Attachment]** to upload.



- 9. Specify a title for the attachment along with an optional description.
- 10. Indicate the proper file category for that particular attachment.
- 11. Click **[Browse]** to navigate to the location of the attachment for uploading.



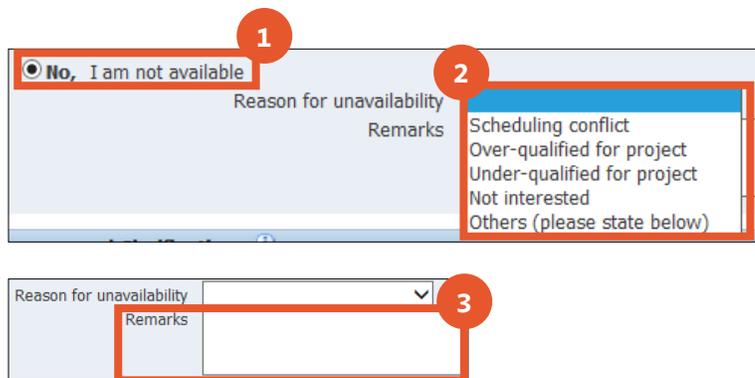
- 12. For each additional attachment for uploading, click on **[Add Another]** and repeat from step 9 above.
- 13. When all attachments have been uploaded, click on **[Apply]**.



Note: If engagement is via a Firm, ensure the firm is registered in CMS as the firm’s CMS number will have to be entered in the NCI. You can send the firm an automated email to register in CMS by going to the **Profile** tab, **Consultant Details** category, scrolling down to the **Company Affiliations** section, and clicking **[Add Company Affiliations]**. Also see this [ORG](#) on Firm Affiliations.

Responding Negatively to the Non-Committal Inquiry

- 1. To respond in the negative to the NCI, choose the **No, I am not available option** button.
- 2. Select the reason for unavailability from the list box.
- 3. Optionally provide additional remarks regarding your reason for declining.



Submitting the response to the Non-Committal Inquiry

1. Optionally make use of the **Messages and Clarifications** section to request additional explanation or to otherwise correspond with the project team.
2. Click **[Submit]** to send your response to the Non-committal Inquiry.



Tip: Revising the response to an NCI is still possible even after it has been submitted. Do so from the **Non-committal Inquiries** tab. Once the shortlist has been submitted for approval by the selection team, your reply will no longer be editable.

 For more information or further assistance, contact CMS Help
cmshelp@adb.org | Local 1880/1881